

**CHAPTER 5 – ADULT CUSTODY AND SECURITY OPERATIONS**  
**ARTICLE 43 – INMATE PROPERTY**

**[Sections 54030.1 through 54030.4 are unchanged]**

**54030.5 Required Forms**

*Revised July 22, 2013*

Departmental employees involved in the handling of an inmate's property shall document such involvement on the following CDC forms as appropriate:

**CDCR Form 104, Property and Cash Receipt-Arrival:** A CDCR Form 104 shall be completed by Reception Center staff upon receipt of new arrivals. The CDCR Form 104 is used to document an inmate's cash, personal securities, and property, and is used to document the proper disposition of unissued property and inmate funds.

**[Section 54030.6 through 54030.21.7.4 are unchanged]**